

Office of Contracting and Procurement

www.ocp.dc.gov

Description	FY 2003 Actual	FY 2004 Approved	FY 2005 Proposed	% Change from FY 2004
Operating Budget	\$13,660,864	\$12,205,119	\$12,366,159	1.3
FTEs*	155.7	168.0	157.2	-6.4

* Includes Capital-funded Intra-District FTEs (5 FTEs for FY 2004 and 14 FTEs for 2005).

The mission of the Office of Contracting and Procurement (OCP) is to provide contracting services to agencies for the delivery of quality goods and services to the residents of the District of Columbia in a timely and cost-effective manner.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- Award small purchases in 9 days or fewer (average time) by FY 2005.
- Award Invitation For Bid and Request for Proposal contracts (under \$1 million) in 90 and 120 days (average time), respectively, by FY 2005.
- Execute Service Level Agreements for 90 percent of the agencies under the procurement authority of OCP within 30 days of the start of the new fiscal year by FY 2005; 95 percent by FY 2006.
- Achieve a 60 percent positive response from internal and external customers surveyed with respect to access to and availability of procurement information by FY 2005; 70 percent by FY 2006.
- Establish performance standards for 80 percent of OCP's contracting positions by FY 2005; 100 percent by FY 2006.
- Establish an OCP competency-based training and education workplace learning system that addresses documented employee skills gaps, continuing education needs and career development activities for all procurement personnel by 2006.

Funding by Source

Tables PO0-1 and 2 show the sources of funding and FTEs by fund type for the Office of Contracting and Procurement.

Table P00-1

FY 2005 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

Appropriated fund	Actual FY 2002	Actual FY 2003	Approved FY 2004	Proposed FY 2005	Change from FY 2004	Percent Change
General Fund						
Local Fund	12,999	11,753	11,789	10,840	-949	-8.0
Special Purpose Revenue Fund	0	0	0	390	390	100.0
Total for General Fund	12,999	11,753	11,789	11,230	-559	-4.7
Federal Payments	0	734	0	0	0	0.0
Total for Federal Resources	0	734	0	0	0	0.0
Intra-District Fund	1,693	1,174	416	1,136	720	173.1
Total for Intra-District Funds	1,693	1,174	416	1,136	720	173.1
Gross Funds	14,693	13,661	12,205	12,366	161	1.3

Table P00-2

FY 2005 Full-Time Equivalent Employment Levels

Appropriated Fund	Actual FY 2002	Actual FY 2003	Approved FY 2004	Proposed FY 2005	Change from FY 2004	Percent Change
General Fund						
Local Fund	155	146	163	139	-24	-14.6
Special Purpose Revenue Fund	0	0	0	4	4	100.0
Total for General Fund	155	146	163	143	-20	-12.2
Intra-District Funds						
Intra-District Fund	3	10	5	14	9	180.0
Total for Intra-District Funds	3	10	5	14	9	180.0
Total Proposed FTEs	158	156	168	157	-11	-6.5

Expenditure by Comptroller Source Group

Table PO0-3 shows the FY 2005 proposed budget for the agency at the Comptroller Source Group level (Object Class level).

Table PO0-3

FY 2005 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

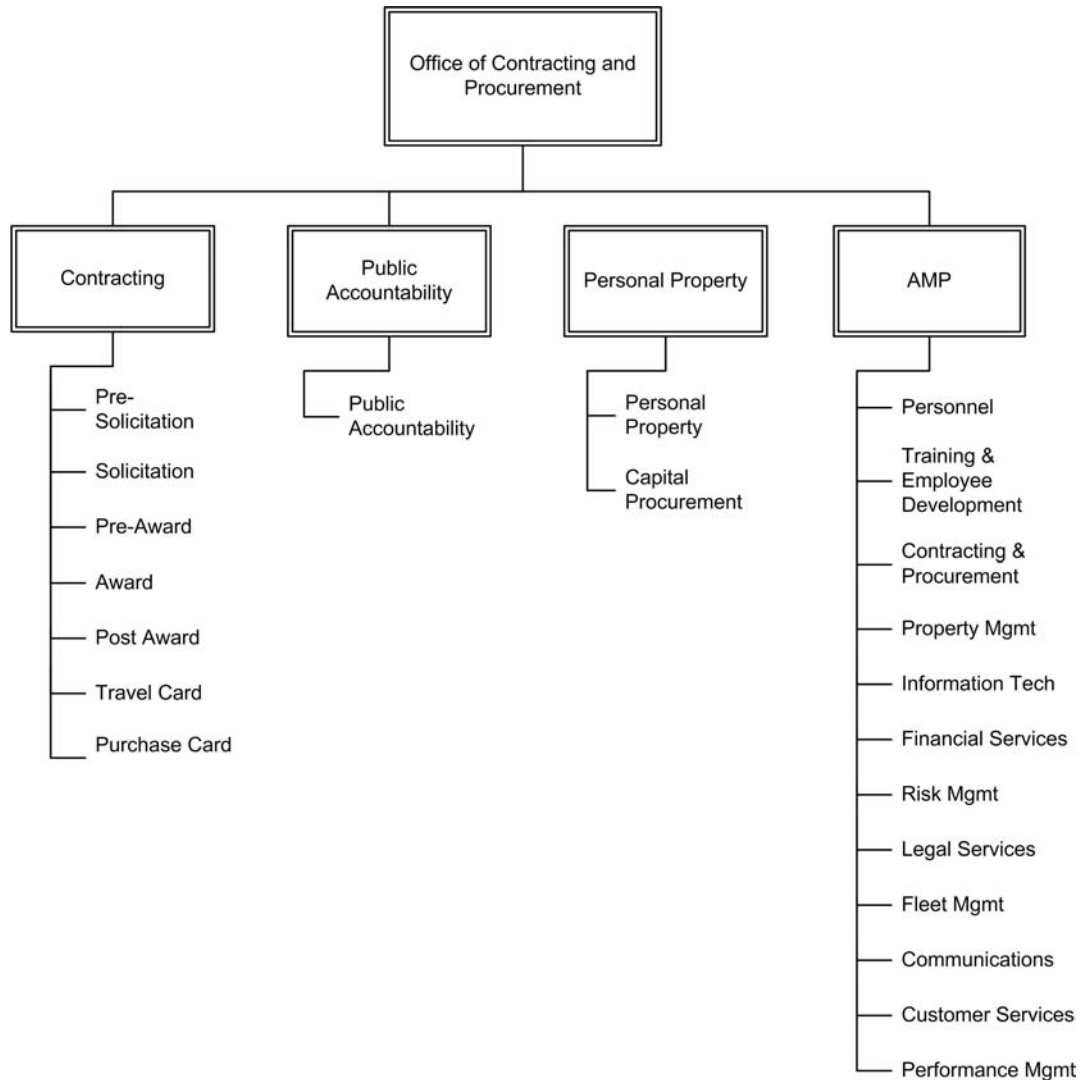
Comptroller Source Group	Actual FY 2002	Actual FY 2003	Approved FY 2004	Proposed FY 2005	Change from FY 2004	Percent Change
11 Regular Pay - Cont Full Time	8,711	9,252	9,358	9,328	-30	-0.3
12 Regular Pay - Other	142	95	0	0	0	0.0
13 Additional Gross Pay	57	86	0	70	70	100.0
14 Fringe Benefits - Curr Personnel	1,507	1,512	1,499	1,563	64	4.3
15 Overtime Pay	7	4	0	0	0	0.0
Subtotal Personal Services (PS)	10,425	10,950	10,858	10,961	104	1.0
20 Supplies And Materials	126	106	25	113	88	359.4
30 Energy, Comm. And Bldg Rentals	88	101	124	112	-12	-9.6
31 Telephone, Telegraph, Telegram, Etc	140	72	240	153	-86	-36.1
32 Rentals - Land And Structures	91	72	283	0	-283	-100.0
33 Janitorial Services	72	52	97	93	-4	-3.9
34 Security Services	101	108	138	133	-5	-3.4
35 Occupancy Fixed Costs	0	0	0	188	188	100.0
40 Other Services And Charges	1,787	1,145	149	406	257	173.2
41 Contractual Services - Other	1,268	900	137	0	-137	-100.0
70 Equipment & Equipment Rental	596	154	156	206	50	31.8
Subtotal Nonpersonal Services (NPS)	4,267	2,711	1,347	1,405	58	4.3
Total Proposed Operating Budget	14,693	13,661	12,205	12,366	161	1.3

Expenditure by Program

This funding is budgeted by program and the Office of Contracting and Procurement has the following program structure:

Figure P00-1

Office of Contracting and Procurement



Gross Funds

The proposed gross funds budget is \$12,366,159, representing a change of 1.3 percent from the FY 2004 approved budget of \$12,205,119. There are 157.2 total FTEs for the agency, a decrease of 11, or 6.4 percent, from the FY 2004 approved budget.

General Funds

Local Funds. The proposed budget is \$10,840,205 representing a decrease change of 8.0 percent from the FY 2004 approved budget of \$11,789,165. There are 139 FTEs funded by Local funds, a decrease of 24 FTEs from the FY 2004 approved budget

Special Purpose Revenue Funds. The proposed budget is \$390,000, representing an increase of \$390,000 over the FY 2004 budget of \$0. These funds support the D.C. Supply Schedule program. There are 4.0 FTEs funded by Special Purpose Revenue funds.

Intra-District Funds

The proposed budget is \$1,135,954 representing a change of 173.1 percent from the FY 2004 approved budget of \$415,954. There are 14 FTEs funded by Intra-District funds, an increase of 9 FTEs from FY 2004 approved budget.

Programs

The Office of Contracting and Procurement is committed to the following programs:

Contracting

	FY 2004	FY 2005
Budget	\$7,596,944	\$7,040,979
FTEs	115	98

Program Description

The **Contracting** program provides acquisition services to District government agencies so they can have the supplies and services they need to achieve their missions. This program has seven activities.

- **Pre-Solicitation** - provides contracting management expertise and coordination to program managers so they can use the information to allocate resources and plan procurements in a timely manner.
- **Solicitation** - provides solicitation preparation and posting services to District agencies so they can acquire goods and services through a competitive process.
- **Pre-Award** - provides Vendor Selection and Compliance Services to OCP Contracting Officers so they can make timely, cost-effective and defensible procurement decisions.
- **Award** - provides contract execution and delivery services to customer agencies so they can have the goods and/or services they need to fulfill their mission in a timely and cost-effective manner while supporting the use of

local, small, and disadvantaged business enterprises (LSDBE).

- **Post Award** - provides contract administration (including D.C. Supply Schedule), management, and maintenance services to program managers so they can have the goods and services they need to fulfill their missions on a continuous basis.
- **Travel Card** - provides travel cards and support services to District agency personnel so they can make travel arrangements and payments in a seamless, expeditious, cost-effective and legal manner.
- **Purchase Card** - provides procurement card and support services to District agency personnel so they can buy small dollar value goods and services expeditiously and in a cost-effective and legal manner.

Program Budget Summary

The program has a gross funds decrease of \$555,965 or 7.3 percent from the FY 2004 approved budget of \$7,596,944. This includes a Local funds decrease of \$945,965 and a Special Purpose Revenue funds increase of \$390,000. This change is primarily due to the elimination of 10 FTEs from the Pre-Solicitation, Solicitation, Pre-Award, Award, Post Award, and purchase card activities that may increase the cycle and processing time for procurements. This decrease is offset by an increase in the Post Award activity to cover operational costs of the D.C. Supply Schedule. The D.C. Supply Schedule is funded by Special Purpose Revenue funds. This program also includes \$415,954 in Intra-District funds for capital contracting services, including five FTEs, to the Office of the Chief Technology Officer (OCTO), no change from FY 2004. This activity is currently supported by capital funds from OCTO.

The gross budget for the Contracting program also includes a net reduction of eight unfunded vacant Local FTEs and an increase of \$63,313 to reflect the transfer-in of one FTE from the Office of Local Business Development into an existing unfunded vacant position. This program supports 98 FTEs, a decrease of 17.0 FTE from the FY 2004 approved level.

Key Result Measures

Program 1: Contracting

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Kevin Green, Acting Deputy Chief Procurement Officer; Willard Walton, Assistant Director, Professional and Human Services Cluster; Brenda Tobe, D.P.A., Assistant Director, Business Operations

Supervisor(s): Jacques Abadie III, Chief Procurement Officer

Measure 1.1: Award small purchases within an average of 9 days including CFO time

	Fiscal Year		
	2004	2005	2006
Target	10	9	-
Actual	-	-	-

Note: The unit of measurement is in days

Measure 1.2: Percent of Invitation for Bids (IFBs) awarded within 90 days

	Fiscal Year		
	2004	2005	2006
Target	60	70	-
Actual	-	-	-

Measure 1.3: Percent of Request for Proposals (RFPs) awarded within 120 days

	Fiscal Year		
	2004	2005	2006
Target	60	70	-
Actual	-	-	-

Public Accountability

	FY 2004	FY 2005
Budget	\$519,249	\$48,007
FTEs	6	1

Program Description

The **Public Accountability** program provides full disclosure of procurement information to the public so they can be informed that the procurement function is open, fair and impartial. This program has one activity:

- **Public Accountability** - provides full disclosure of procurement information to the public so they can be informed that the procurement function is open, fair and impartial.

Program Budget Summary

The program has a gross funds decrease of \$471,242, or 91.0 percent from the FY 2004 approved budget of \$519,249. This program is comprised entirely of Local funds. This change is primarily due to decrease in FTEs in the Public Accountability activity. The gross budget supports one FTE, a decrease of 5 FTEs from the FY 2004 approved level. This includes the abolishment of one unfunded vacant position.

Key Result Measures

Program 2: Public Accountability

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Janis Bolt, Associate Director, Supplier Relations and Communications

Supervisor(s): James Brady, Acting Chief of Staff

Measure 2.1: Percent of awards over small purchase threshold posted to the OCP website

	Fiscal Year		
	2004	2005	2006
Target	70	85	-
Actual	-	-	-

Personal Property Division

	FY 2004	FY 2005
Budget	\$372,589	\$1,103,690
FTEs	8	17

Program Description

The **Personal Property** program provides personal property management, reutilization and disposal services to District agencies and eligible not-for-profit organizations so they can dispose of and acquire excess/surplus personal property. This program has two activities:

- **Personal Property** - provides personal property management, reutilization and disposal services to District agencies and eligible not-for-profits organizations so they can dispose of and acquire excess/surplus personal property.
- **Capital Procurement** - provides capital procurement services on behalf of the Office of Property Management (OPM).

Program Budget Summary

The program has a gross funds increase of \$731,101 or 196.2 percent over the FY 2004 approved budget of \$372,589. This change is primarily due to an increase of \$720,000 in Intra-District funds to support the Capital Procurement activity. This increase reflects the agency providing capital-related procurement services on behalf of the Office of Property Management (OPM). This activity is currently supported by capital funds from OPM.

The gross budget supports 17 FTEs, an increase of 9 FTEs from the FY 2004 approved level.

Key Result Measures

Program 3: Personal Property

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Canardo Richardson, Property Disposal Officer

Supervisor(s): James Brady, Acting Chief of Staff

Measure 3.1: Percent of District agency property disposal actions (PDA) completed within 5 days of receipt

	Fiscal Year		
	2004	2005	2006
Target	40	85	-
Actual	-	-	-

Measure 3.2: Percent of District agencies and not-for-profits that received excess/surplus property transfer orders within two business days of request

	Fiscal Year		
	2004	2005	2006
Target	60	70	-
Actual	-	-	-

Agency Management

	FY 2004	FY 2005
Budget	\$3,716,337	\$4,173,483
FTEs	39	41

Program Description

The **Agency Management** program provides operational support to the agency so that it has the necessary tools to achieve operational and programmatic results. This program is standard for all Performance-Based Budgeting agencies. More information about the Agency

Management program can be found in the Strategic Budgeting chapter.

Program Budget Summary

The program has a gross funds increase of \$457,146 or 12.3 percent over the FY 2004 approved level of \$3,716,337. This program is comprised entirely of Local funds. This change is primarily due to an increase in office support requirements including maintenance of desktop computers and the 2.5 percent nonunion pay raise to support the Property Management and Contracting and Procurement activities. This increase is offset by the elimination of two FTEs in Risk and Performance Management activities. The gross budget supports 41 FTEs, an increase of 2 FTEs over the FY 2004 approved level. This also includes the abolishment of three unfunded vacant positions.

Key Result Measures

Program 4: Agency Management

Citywide Strategic Priority Area(s): Making Government Work

Manager(s): Carliss Barnett, Human Resources Specialist; William Russell, Training Director; Donna Fortune, Program Manager, Procurement Administration; Dwayne Paxton, IT Services Program Manager; Janis Bolt, Acting Director; Brenda Tobe, D.P.A., Assistant Director, Business Operations

Supervisor(s): Jacques Abadie III, Chief Procurement Officer; James Brady, Acting Chief of Staff

Measure 4.1: Dollars saved by agency-based labor management partnership project(s)

	Fiscal Year		
	2004	2005	2006
Target	-	-	-
Actual	-	-	-

Note: Although agencies established their initial labor-management partnership projects in FY 2003, very few had cost savings as objectives. Agencies will continue ongoing projects and/or establish new projects by the third quarter of FY 2004. Cost savings will be tracked for this measure for those projects that have cost savings as a key objective.

Measure 4.2: Percent variance of estimate to actual expenditure (over/under)

	Fiscal Year		
	2004	2005	2006
Target	5	5	5
Actual	-	-	-

Measure 4.3: Cost of Risk

	Fiscal Year		
	2004	2005	2006
Target	-	-	-
Actual	-	-	-

Note: This measure replaces "Percent reduction of employee lost work-day injury cases." Cost of Risk will be a comprehensive measure of a wide range of risks confronting each agency, including but not limited to safety issues, financial risks, and potential litigation. Agencies will establish a baseline in FY 2004 (FY 2005 for PBB III agencies) and will seek to achieve reductions in the Cost-of-Risk in subsequent years. Lost workdays due to injuries will be one of many components of the Cost-of-Risk formula (1/9/04).

Measure 4.3: Rating of 4-5 on all four telephone service quality criteria: 1) Courtesy, 2) Knowledge, 3) Etiquette and 4) Overall Impression

	Fiscal Year		
	2004	2005	2006
Target	-	-	-
Actual	-	-	-

Measure 4.5: Percent of Key Result Measures achieved

	Fiscal Year		
	2004	2005	2006
Target	-	-	-
Actual	-	-	-

For more detailed information regarding the proposed funding for the activities within this agency's programs please see schedule 30-PBB in the FY 2005 Operating Appendices volume.